



IP Staffing Worksheet for LTCFs During COVID-19

Many LTCFs do not have someone whose full-time job is infection prevention (IP), and IP tasks are split among many members of the staff. This document is intended to help ensure that all critical IP duties have been assigned and improve accountability. Use the blank spaces at the bottom to add tasks specific to your facility.

Infection Prevention Task:	Assigned to:
Stay up-to-date with guidance from CDC and CMS.	
Ensure that facility policies comply with the latest guidance and educate staff about any policy changes.	
Evaluate infection prevention practices using the Infection Prevention Assessment Tool.	
Manage the supply of personal protective equipment (PPE) and ensure it is easily accessible when needed.	
Educate and monitor staff on the appropriate and consistent use of PPE in line with guidance regarding COVID-19.	
Educate and monitor staff on how and when to perform hand hygiene.	
Provide education to residents about COVID-19, how they can protect themselves, and the actions the facility is taking to protect them.	
Maintain a log of employees calling out sick.	
Screen healthcare providers at the beginning of their shift for fever or respiratory symptoms.	
Screen all residents every day for fever or respiratory symptoms.	
Ensure the facility is being regularly and thoroughly cleaned.	
Ensure hand hygiene supplies are easily available throughout the facility.	
Report any suspected or confirmed cases of COVID-19 to your local health department.	



Emergency Staffing Needs

Staff who test positive for COVID-19 will be unable to work until they meet the [criteria for returning to work](#). This can cause sudden staffing shortages at a time when extra work is required to control the outbreak. Facilities should prepare for the possibility of staffing shortages and have a concrete plan with specific steps to take if they do need additional staff.

The following options should be considered for emergency staffing:

- Allowing caregivers that are positive but asymptomatic to staff areas dedicated to caring for positive residents (while wearing appropriate PPE)
- Contacting temporary staffing agencies
- Contacting other sister agencies for temporary staffing support
- Contacting local hospitals for temporary staffing support

If all of these options have been exhausted and additional staffing is still needed, your local health department can request emergency staff from the state. Emergency staffing requests typically take several days to fill. Facilities should begin searching for additional staff as soon as staff are tested rather than waiting for test results to come back, so these emergency staffing requests can be filled if necessary.